

CLAY COUNTY BOARD OF COMMISSIONERS

Tuesday, April 21, 2015

8:30 a.m.

County Board Room – 3<sup>rd</sup> Floor – Courthouse

M I N U T E S

The Clay County Board of Commissioners met in regular session with all Commissioners present: Campbell, Gross, Ingersoll, Mongeau, and Weyland. County Administrator Brian C. Berg, Chief Assistant County Attorney Jenny Samarzja, and Senior Administrative Assistant Vicki Reek were also present.

APPROVAL OF AGENDA

On motion by Gross, seconded by Campbell, and unanimously carried, the agenda was approved as presented.

ADOPT RESOLUTION TO ACT AS LEGAL SPONSOR FOR APPLICATION FOR FUNDING FROM MN DNR FOR SNOWMOBILE TRAILS MANAGED BY CLAY TRAILS ALLIANCE

By consent agenda, the Board adopted the following resolution agreeing to act as legal sponsor for application for funding for snowmobile trails managed by Clay Trails Alliance:

RESOLUTION 2015-12

**BE IT RESOLVED**, that Clay County act as the legal sponsor for an application for funding from the State of Minnesota Department of Natural Resources for grooming and maintaining of two-way Snowmobile Trails managed by the Clay Trails Alliance.

**BE IT FURTHER RESOLVED**, that upon approval of its application by the State, Clay County may enter into an agreement with the State of Minnesota for the above referenced project and that it will comply with all applicable laws and regulations as stated in the agreement.

**BE IT FURTHER RESOLVED**, that the County Administrator is authorized to sign such an agreement with the Department of Natural Resources.

**BE IT FURTHER RESOLVED**, that Clay County is hereby authorized to serve as the fiscal agent for the above referenced project.

APPROVAL OF ABATEMENT REQUEST (EKRE)

By consent agenda, the Board approved an abatement application (payable 2015) for Kenneth & Janice Ekre, parcel #13.029.0370, for an estimated tax reduction of \$432.00 (due to clerical error – should have had the commercial classification removed).

APPROVAL OF FAMILY SERVICE CENTER LEASE RENEWAL FOR STATE AUDITORS

By consent agenda, the Board approved renewal of the State Auditor's lease in the Family Service Center for the period 7/1/15-6/30/20, at a rate of \$13.25/sq.ft. for 1032 sq.ft.

### CITIZENS TO BE HEARD

There were no citizens present who wished to address the Board.

### APPROVE PAYMENT OF BILLS AND VOUCHERS

On motion by Mongeau, seconded by Ingersoll, and unanimously carried, the bills and vouchers were approved for payment.

### APPROVE MINUTES OF APRIL 7 & 14, 2015

On motion by Campbell, seconded by Mongeau, and unanimously carried, the minutes of the April 7 & 14, 2015 meetings were approved as presented.

### CITY OF HAWLEY REQUEST FOR PROJECT TO BE ADDED TO CLAY COUNTY 5-YEAR HIGHWAY CONSTRUCTION PLAN

Representatives from the City of Hawley were present to request that Hawley's Phase 3 rehabilitation project be added to the County's 5-Year Highway Construction Plan. Mayor Gary Johnson stated that rebuilding County Road #33 between Main Street and the City limits to the north would allow for growth opportunities north of the bus barn on the west side of County Road #33. The project would also replace deteriorated water mains and sanitary sewer mains, and add sidewalks.

The County's Highway Tracking Committee has just completed its work on the 2015-2019 Highway Construction Plan, with a shortfall of funds and seventeen projects that did not make it into the Plan. The final payment on the Highway construction bond will be in 2019, and consideration may be given to bonding again, if it is determined that funding method was cost effective. The Highway Tracking Committee will prioritize the remaining 17 projects and review the City of Hawley's request.

### REQUEST REPLACEMENT OF FINANCIAL ASSISTANCE SPECIALIST POSITION IN SOCIAL SERVICES

On motion by Ingersoll, seconded by Campbell, and unanimously carried, the Board approved filling the Financial Assistance Specialist position in Social Services which is vacant due to retirement, and to backfill any remaining position should internal movement occur.

### REQUEST ADJUSTED SALARY FOR PUBLIC HEALTH NURSE CANDIDATE

Public Health Administrator Kathy McKay requested the Board's approval to place a candidate for a Public Health Nurse position on Grade 18, Step 9, due to the candidate's extensive experience (32 years) in Public Health. The Personnel Issues Committee (PIC) reviewed the request and felt the candidate's direct experience would be a benefit to the County, and little training would be required. The PIC recommended placement on Grade 18, Step 6, with an increase to Step 7 in six months, and to grant an additional one week of vacation and one week of sick leave.

On motion by Campbell, seconded by Mongeau, and unanimously carried, the Board approved offering the Public Health Nurse candidate placement on Grade 18, Step 6, with an increase in six months, as well as one week vacation and one week sick leave.



REQUEST TO QUIT-CLAIM AGASSIZ RECREATIONAL TRAIL SECTIONS TO  
INDIVIDUAL RESPECTIVE COUNTIES

Chief Assistant County Attorney Jenny Samarzja informed the Board that quit-claim deeds have been prepared for the three sections of the former Agassiz Recreational Trail that will now be owned separately by the respective counties, Polk, Norman, and Clay. Each county will now own the stretch of trail within its county borders and work together with the other counties to cooperatively operate the trail through an advisory committee. The day-to-day maintenance of the trail will be the responsibility of the County owning the respective stretch of trail.

On motion by Mongeau, seconded by Gross, and unanimously carried, the Board authorized execution of the quit-claim deeds as described above.

RECOMMENDATION FROM CORRECTIONAL FACILITY DESIGN, CONSTRUCTION &  
OPERATIONS COMMITTEE

County Administrator Brian C. Berg updated the Board regarding the progress of the Correctional Facility Design, Construction and Operations Committee. He informed the Board that the Committee had interviewed Mr. Scott Fettig, Klein McCarthy Architects (KMA), to seek the firm's assistance in developing an overall schematic design/site evaluation of the County campus, incorporating future jail, law enforcement, heating plant, and parking needs. Mr. Berg requested the Board's approval to enter into a contract for this work with KMA, on an hourly basis, not to exceed \$35,000 plus reimbursable expenses. A 2-3 month time frame for completion of this study is expected. Future facilities design work and contracts will be negotiated at a later date.

Commissioner Campbell informed the Board that Mr. Fettig felt the County should hire a project manager rather than a general manager to keep costs contained, and to work in the County's best interests.

On motion by Gross, seconded by Campbell, and unanimously carried, the Board authorized execution of a contract with Klein McCarthy Architects for overall schematic design/site evaluation of the County campus, with hourly fees not to exceed \$35,000.

Mr. Berg shared a resolution adopted by the Moorhead City Council on April 20, 2015 in support of the County's jail construction project, their concurrence with joint planning and design of a future Joint Law Enforcement Facility, and their pledge of appropriate future financial and technical assistance in the planning effort.

On motion by Gross, seconded by Mongeau, and unanimously carried, the Board added Mr. Rick Hoganson to the Correctional Facility Design, Construction & Operations Committee. Mr. Hoganson has a background in construction and architecture.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE

Commissioner Ingersoll attended meetings of the Campus Improvement Committee, Lake Agassiz Regional Library, and Volunteer Driver Luncheon.

Commissioner Gross attended meetings of the Campus Improvement Committee, Volunteer Driver Luncheon, Riverton Township meeting, Glyndon Township meeting, Hawley meeting re: 5-year Construction Plan, FM MetroCOG, Agassiz Recreational Trail, and Keene Township meeting,

Commissioner Mongeau attended the Volunteer Driver Luncheon, and meetings of the Historical & Cultural Society of Clay County, and Lakes & Prairie Community Action Partnership.

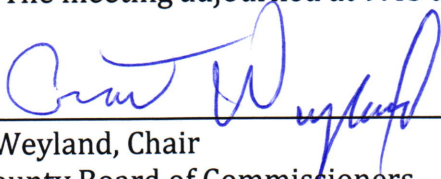
Commissioner Campbell attended meetings of the Regional Juvenile Detention Center Advisory Committee, Personnel Issues Committee, and the Volunteer Driver Luncheon.

Commissioner Weyland attended the Personnel Issues Committee meeting.

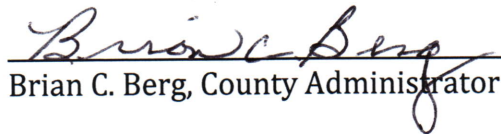
County Administrator Brian C. Berg attended meetings of the Campus Improvement Committee, Volunteer Driver Luncheon, FM Diversion, Regional Juvenile Detention Center Advisory Committee, Management Committee, Agassiz Recreational Trails, and Personnel Issues Committee.

ADJOURN

The meeting adjourned at 9:45 a.m.



Grant Weyland, Chair  
Clay County Board of Commissioners



Brian C. Berg, County Administrator